



ANNUAL HOWARD W. LEAF INSPECTOR GENERAL AWARD

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. It describes the annual Howard W. Leaf Inspector General Award. It explains eligibility requirements, the selection process, and the Secretary of the Air Force Inspector General's (SAF/IG) award presentation. This publication applies to all major command (MAJCOM), field operating agency (FOA), and direct reporting unit (DRU) activities authorized an inspector general (IG). It does not apply to Air National Guard units and members.

SUMMARY OF REVISIONS

★This instruction changes the award submission date to 1 February and announcement of the winner to 15 April. The requirement to submit a biographical sketch as part of the nomination package is deleted. A ★ indicates revisions from the previous edition.

★**1. Criteria for Nominations.** Each MAJCOM, FOA, and DRU authorized an IG by AFD 90-2, *The Inspection System*, may submit one nomination for the award. Nominees will be military or civilian inspectors in the grade of Lt Col or GM- or GS-14 and below. They must be assigned to an inspection function for a minimum of one year. See the attachment for nomination package requirements. All nominations must arrive at the Secretary of the Air Force, Inspector General, Director of Inspections (SAF/IGI), 1140 Air Force Pentagon, Washington DC 20330-1140, by 1 February.

2. Selection Board. The Deputy Inspector General, SAF/IG, will chair the board. The board chair will select three colonels from the SAF/IG to serve on the board.

3. Selection Criteria. The selection board will base its decision on three general areas: job performance, individual initiative, and professional qualities demonstrated in the preceding calendar year.

3.1. Job Performance. Examples may include significant inspection findings; positive mission impact; perceptive root cause identification for inspection findings; astute and creative recommendations for identified problem areas; concise, effective presentation of ideas; or any other areas that help improve inspection quality.

3.2. Initiative. Examples may include developing innovative programs that contribute to the Air Force inspection system, such as improved inspection techniques, guidelines, inspection methodology, etc. Emphasize what was done, why it is important, and the actual results achieved.

3.3. Professional Qualities. Examples may include military appearance and bearing, enthusiasm, positive attitude, self-improvement, active representation of the Air Force in community and civic programs, etc.

4. Description of Award. The recipient will receive an engraved plaque and is eligible for the Air Force Recognition Ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*. The winner's name is also engraved on a plaque permanently displayed at the Pentagon.

Supersedes: AFI 36-2816, 1 July 1996.
OPR: SAF/IGI (Lt Col James E. Kirby, Jr.)

Certified by: SAF/IG (Lt Gen Richard T. Swope)
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★5. Award Announcement and Presentation. SAF/IG will announce the award winner by 15 April. SAF/IG or a designated representative will notify the recipient and present the award at an appropriate time and place.

RICHARD T. SWOPE, Lt General, USAF
The Inspector General

**REQUIREMENTS FOR HOWARD W. LEAF INSPECTOR GENERAL AWARD
NOMINATION PACKAGE**

A1.1. Part I Letter of Transmittal (One Original):

- a. Include nominee's name, grade, duty title, organization, command, and location.
- b. Do not include laudatory comments or endorsements.
- c. Have MAJCOM, FOA, or DRU commander vice commander sign the letter.

A1.2. Part II Narrative Justification (One Original):

- a. Provide justification using the following format:
 - (1) NARRATIVE JUSTIFICATION.
 - (2) NAME: Name, grade, duty title, and MAJCOM, FOA, or DRU.
 - (3) JOB PERFORMANCE: Narrative.
 - (4) INITIATIVE: Narrative.
 - (5) PROFESSIONAL QUALITIES: Narrative.
- b. Avoid inflated terms and generalities. Cite specific actions and results.
- c. Do not exceed one single-spaced typed page.